



City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
May 26, 2016 Minutes

I. Meeting Opened

The May 10, 2016 Regular Council Meeting was called to order at 6:00 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon, and Councilwoman Jennifer Laird.

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, City Accountant Deborah Wimer-Zills, Administrative Supervisor Jennifer Douglas, Water Supervisor Larry Tuggle, Meter Reader Nichole Martin, Water Dept. Johnny McCormick, Sewer Dept. Parker Addison, Sewer Dept. Warren Mann, Billing Clerk Stacy Ward, Sewer Dept. Rick Alden and City Engineer Cliff Knauer.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests: None

IV. Approval of Past Minutes

- May 10, 2016 Workshop Minutes
- May 10, 2016 Regular Council Meeting Minutes

Council Action: Councilwoman McLean made a motion to approve the May 10th, 2016 Regular Council Meeting minutes and the May 10, 2016 Workshop Minutes with recommended corrections as presented. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

V. Consideration of Additions/Deletions to Agenda

1. Purchase Order System and Purchasing Policy
2. Utility Workshop Recap
3. Councilwoman Laird will be presenting items for Parks Director Weiler
4. FDOT Agreement with City of Freeport
5. Billing Department Updates

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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VI. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman McLean made a motion to approve the agenda with specified additions and deletions as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

VII. Staff Reports

A. City Clerk Matters

1. Fire Assessment Tax

- Council discussed the Fire Assessment Tax. City Attorney Adkinson advised the Council that after meeting with Mr. Davis and Mr. Jones with Walton County, the City of Freeport will need to submit documentation giving the County authority to assess the Fire tax to the Citizens of Freeport. The County also questioned if this would go into effect this budget year or if it may be too late and will go into effect the next budget year. Attorney Adkinson is looking into this issue and will also take care of the necessary documents to be presented at the next Council Meeting.

Council Action: Councilwoman McLean made a motion that the City of Freeport not pay the Fire Assessment Tax in the amount of \$155,382.22 out of City funds this budget year. Councilwoman Cuchens seconded the motion. Three ayes (McLean/Cuchens/Farris); two nays (Brannon/Laird); motion carried.

2. Rate Increase

- Council discussed the proposed rate increase prepared by Councilwoman McLean and City Engineer Anna Hudson. Councilwoman McLean explained to the Council the proposed one-time rate increase for the water rates and the 3 year rate structure for wastewater which was previously proposed by Mr. Bob Mearns. City Attorney Adkinson concurred with the new proposed rate structure and explained further why this will benefit the city to meet current debt service as well as plan for future expansion as explained in City Engineer Anna Hudson's letter to the Council.

Council Action: Councilwoman Laird made a motion to have City Attorney Adkinson prepare the Resolution for the new rate structure to be approved at the next Council meeting and to be effective October 1, 2016. Councilman Farris seconded the motion. Four ayes (Laird/Farris/Cuchens/Mclean); one nay (Brannon); motion carried.

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3. FMIT Property Claim Update for Lightning Strike Damage 2015
 - City Clerk Podraza reported that all three lightning strike claims have been paid-out and are now complete with FMIT.
 - a. Claim GC2015081893 \$2,200.00
 - b. Claim GC2015081895 \$10,297.72
 - c. Claim GC2016083575 \$12,227.00

4. Personnel Policies & Procedures Manual

Council Action: Councilman Farris made a motion to approve the Personnel Policies and Procedures as presented by City Clerk Podraza. Councilwoman Laird seconded the motion. All ayes; motion carried.

5. Personnel

- City Clerk Podraza requested that Council make a motion to give staff the directive to prepare recommendations on salary structure, evaluations and training/certifications to be presented to Council during the budget process.
- Councilwoman Cuchens explained further that after meeting with concerned employees, it was determined that the pay structure needs to be evaluated. At this time Councilwoman Cuchens invited employees to come forward and express their concerns. Sewer Dept. Parker Addison, Meter Reader Nichole Martin and Sewer Department Warren Mann addressed the Council with their concerns regarding the pay structure. They believe that when the City raised the minimum hourly wage to 11.00 per hour, it caused an imbalance in the pay structure for those with seniority.
- Council discussed the current structure regarding wages, evaluations and training/certifications.

Council Action: Councilman Farris made a motion for City Clerk Podraza to prepare recommendations for pay structure, evaluation processes and training/certification requirements to be presented to Council for the next budget year. Councilwoman Brannon seconded the motion. All ayes; motion carried.

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Staff Accountant

1. Current Expenditures
2. Pay all bills in order

Council Action: Councilwoman McLean made a motion to pay all bills in order. Councilwoman Laird seconded the motion. All ayes; motion carried.

B. Planning & Zoning Dept.

1. Planning Board Appointment

Council Action: Councilwoman McLean made a motion to appoint Becky Sumner to the Planning Board as her appointee. Councilwoman Laird seconded the motion. All ayes; motion carried.

C. Legal Matters

1. City Attorney Adkinson advised Council that the DOT Agreement is in progress for amendment and approval.
2. City Attorney Adkinson advised Council that the Inter-local Road agreement is being addressed.

D. Engineering

1. City Engineer Cliff Knauer briefed the council on the recommendations for the rate increase for water/sewer made by Engineer Anna Hudson in her letter dated May 20, 2016.
2. City Engineer Cliff Knauer briefed the council on prioritizing the 331 Project. Council discussed the project priorities, grant opportunities and County support regarding the project.

E. Water Dept.: None

F. Sewer Dept.

Council Action: Councilwoman McLean made a motion to change Sewer Maintenance employee Chris Shorey from part-time status to full-time at \$11.00 per hour. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

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G. Parks Dept.

Council Action: Councilwoman Laird made a motion to hire Justice McKinney as Pool Attendant for \$11.00 per hour. Councilwoman Cuchens Seconded the motion. All ayes; motion carried.

1. Special Olympics is scheduled for the month of June on Saturday mornings from 8:00 am to 10:00 am.
2. Parks Director Weiler has been certified for four years for Kayaking/Canoe Certification as an Instructor.
3. Parks Assistant Nick Hughes has a continuation to receive his Kayaking/Canoe Certification. Parks Director Weiler will be mentoring Nick and helping him become comfortable instructing a group.
4. Speed bumps
 - A concerned citizen requested at this time for speed bumps to be put in the Sports Complex parking lot. Council will address this issue and report at the next Council Meeting.
5. Speed Signs in Hammock Bay
 - At this time a concerned citizen requested proper speed signage in Hammock Bay. Council informed those in attendance that at the last Council Meeting it was discussed that the Developer Jay Odum is addressing this issue. Council agreed to add this to the next agenda for a follow-up discussion.
 - Mary Rosenheim on behalf of Jay Odom and Hammock Bay, informed the Council and those in attendance that Mr. Odom will be replacing the signs in Hammock Bay to be DOT compliant.

VIII. Old Business: None

IX. New Business

A. Mayor Russ Barley: None

B. Councilwoman Brannon

1. Legislative Matters
 - Councilwoman Brannon attended the North West Florida League of Cities Summer Gala Event on May 20th. The slate of Officers were selected that evening for the upcoming year. Anette Bates was elected President and Councilwoman Brannon was asked to continue another year as Immediate Past President.

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Councilwoman Brannon briefed the Council on Legislative matters and thanked those who attended the NWFL Summer Gala Banquet.

C. Councilwoman Cuchens: none

D. Councilman Farris

- 1 Councilman Farris informed the Council that Mr. Avery has fixed three of the score boards at the Sports Complex. He will be meeting with Parks Director Weiler next week to try and get the remaining score boards working as well. Mr. Avery did this work for the community at no cost and Councilman Farris expressed his appreciation.
- 2 Councilman Farris thanked Ted with the Dixie Youth League for their help with the irrigation system at the Sports Complex.
- 3 ~~Purchase Order System and Purchasing Policy~~
- 4 ~~Utility Workshop Recap~~

E. Councilwoman Laird

F. Councilwoman McLean

X. Public Comment: None

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gavelled and the meeting adjourned at 7:20 p.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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